



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
**STAFF FINANCE AND ACCOUNTING OFFICER**  
**UNIT 29001**  
**APO AE 09007**



AEAFC-FAPD-FS (37)

18 Oct 00

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Submission of Statements to Substantiate Family Separation Allowance (FSA) (Pay Policy Memorandum #01-01)**

1. Reference DoDFMR 7A, 10 Feb 99, Military Pay Policy and Procedures Active Duty and Reserve Pay.
2. This memorandum establishes policy on statements from units substantiating payment of FSA. This guidance will be followed in processing entitlements to FSA for units/soldiers participating in extended field training exercises (FTX) (over 30 days).
  - a. When documents are submitted for payment of FSA for field exercises exceeding 30 days, the supporting documents should be accompanied by a roster directing a collection for meals. When there is no supporting document directing collection for meals, the unit will be informed of regulatory guidance and requested to submit a roster for collection.
  - b. Soldiers are entitled to FSA for FTXs exceeding 30 days. The DoDFMR 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay, paragraph 270302 states "Otherwise qualified members of a unit are entitled to FSA-T when the unit is ordered on an exercise for more than 30 days." However, the DoDFMR 7A, paragraph 250501 also states "Any member receiving a full BAS type must pay for all meals and rations that he or she receives from... the government." This applies to all soldiers "on field duty or temporary field assignment." Paragraph 250501E states "Members being subsisted on behalf of the government, where no other means of collection exists, should have collection for meals made through their pay account at the appropriate rate."
  - c. Units submit entitlements to FSA on DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance. A roster indicating the soldiers qualified for FSA attached to

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DD Form 1561 eliminates the need to submit individual statements. The roster should include soldiers' names, SSN, and the period covered.

d. A Certifying Officer, whose Signature Card (DD577) must be maintained on record at the finance office, will certify the statements. Upon receipt of DD Form 1561, verify the signature of the Certifying Officer against the signature on the Signature Card. Finally, confirm the Certifying Officer is specifically authorized to certify DD Form 1561.

3. POC is CPT White, Chief, Military Pay Policy Branch, DSN 379-5175.

  
BELINDA PINCKNEY  
COL, FC  
Staff Finance and  
Accounting Officer

DISTRIBUTION:

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